

**Infant Toddler Coordinating Council Meeting Minutes  
May 7, 2020**

9:00 -12:00 pm MST  
Virtual meeting via WebEx  
1-415-655-0003  
Meeting number: 808 001 100  
Meeting password: 84579249

**ATTENDEES:** David Allen, Erin Bennett, Cindy Brock, Christy Cronheim, Charlene Davis, Shannon Dunstan, Mary Gauthier, Hillary Haro, Carrie Hull, Sherry Iverson, Jeanne-Marie Kopecky, Angela Lindig, Paula Mason, Sara Matthews, Kathy McGill, Kristin McKie, Bryan Murray, Ellen Neff, Suzanne Peck, Emily Peterson, Omair Shamim, Mechelle Wilson

**GUEST:** Karen Quist, Project Director, Preschool Development Grant, Idaho Association for the Education of Young Children (AEYC)

**EXCUSED/ABSENT:** Kelsey Hofacer, Ericka Rupp

**STAFF PRESENT:** Brande Gonzalez, Mersiha Fullinwider, Melaine Shephard, Margaret Odedo (recorder)

Facilitator	Task/Topics	Discussion
Carrie Hull, Chair and Angela Lindig, Vice Chair	Welcome and Overview	Angela Lindig welcomed everyone, reviewed the agenda, and asked for a roll call.
Christy Cronheim	Infant Toddler Program Updates	<p><b>Service Delivery during COVID-19</b> – Christy Cronheim explained that prior to COVID-19, the Infant Toddler Program had already developed processes for providing virtual early intervention. Within a week of COVID-19, Central Office was able to provide all process information to the regional leadership teams who shared it with staff, contractors, and IESDB partners who provide vision and hearing services for our clients.</p> <p><b>Virtual Early Intervention</b> – Christy Cronheim informed the Council that the Infant Toddler Program called families to determine whether they wanted to transition to receiving virtual early intervention services during the pandemic. Additionally, Medicaid will allow the Infant Toddler Program to bill for telephonic services under the umbrella of virtual early intervention during the pandemic. Furthermore, forms and documents were updated to meet the requirements for early intervention and telephonic platforms. Face-to-face services were put on hold on March 24th. Letters were sent to all families in the intake process or currently enrolled. Additionally, a letter was sent to Infant</p>

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Toddler Program referral sources informing them of the changes and to let them know that we are still providing services. After further conversation, it was suggested that a letter be sent to providers similar to the one we sent to our referral sources.

**Action Item:** Christy Cronheim will collect data related to the virtual EI service provision and provide results to the Council.

**Fiscal Update** - Christy Cronheim reported that the Governor has issued a total of two percent holdback for the rest of this fiscal year and a five percent holdback for the upcoming fiscal year. The Infant Toddler Program has developed a plan to address both reductions. Additionally, the Infant Toddler Program is currently experiencing a hiring freeze.

**State Systemic Improvement Plan (SSIP)** - Brande Gonzales provided the following information:

- The SSIP Annual Report has been submitted and can be found on the Infant Toddler Program webpage under the Reports tab:  
<https://healthandwelfare.idaho.gov/Children/InfantToddlerProgram/tabid/4120/Default.aspx>
- Four regions have completed the monthly Early Childhood Outcome (ECO) check-ins and the remaining three regions will have their final check-in submitted by June 2020.
- Central office will follow up with the regions to see how everything went with COVID-19.

**Evidence-Based Practices**

- The regions have continued evidence-based practice maintenance activities.
- The North hub is in the 5<sup>th</sup> month of completing the practitioner fidelity pilot. Once this pilot is complete we will focus on how to scale-up this process statewide. The next focus area will be mentor fidelity.
- We currently have 11 mentors throughout the state completing an online FIP-EI training that will lead to a two-year certification. The goal is to use these mentors to expand the measurement and tracking of practitioner Evidence-Based Practice (EBP) fidelity across the state.
- The EBP Workgroup was working to finalize and plan for implementing the remaining three tracks of the early intervention EBP training continuum for practitioners. However, this work was put on hold due to COVID-19.

**Next Steps**

- The COVID-19 pandemic has had a fiscal impact on all state agencies during the current fiscal year and will continue to impact them in the upcoming fiscal year.

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		<ul style="list-style-type: none"> <li>Lastly, it is time to start thinking about the next steps for the program to focus on for the FFY 2020 - 2025 SPP/APR (State Performance Plan /Annual Performance Review) package, which includes the SSIP.</li> </ul>
Christy Cronheim	Grant Application	<p>Each year, Part C Lead Agencies may choose to apply for federal grant funding from the Department of Education, Office of Special Education Programs (OSEP). Idaho has applied for the FFY 20 grant, using the required template and adhering to the detailed instructions provided. Prior to submitting the Part C grant, programs must post their application for public review and comment. Idaho ITP did so and did not receive any comments. Christy Cronheim then provided grant award history, beginning with FFY 2012 (\$2,440,470) and ending with FFY 2020 (\$ 2,631,271). The complete grant application is posted on the Infant Toddler Program webpage, Reports tab;  <a href="https://infanttoddler.idaho.gov">https://infanttoddler.idaho.gov</a>.</p>
Karen Quist	Idaho Early Childhood Advisory Council and Pre-School Development Grant	<p>Guest Karen Quist, of the Idaho Association for the Education of Young Children (AEYC), reported that in November 2019 Governor Little authorized Idaho AEYC to apply for a federal Preschool Development Grant Birth through Five and designated AEYC as the lead agency to administer the grant. The grant was awarded to Idaho and Karen is the Project Director. The name of the grant is “Supporting Early Learning in Idaho”.</p> <p>Karen reported that five activities within the grant are federally mandated:</p> <ul style="list-style-type: none"> <li>ACTIVITY 1: Statewide Needs Assessment - Lead by the University of Idaho McClure Center for Public Policy Research. Additionally, Boise State University Performance Evaluation and Research Lab (PEARL) will conduct a program Performance Evaluation plan.</li> <li>ACTIVITY 2: Statewide Strategic Plan</li> <li>ACTIVITY 3: Maximize Parent Knowledge and Choice</li> <li>ACTIVITY 4: Share Best Practices Among State Early Childhood Care and Education Programs</li> <li>ACTIVITY 5: Improve Overall Quality of ECCE Programs, Educators, and Services</li> </ul> <p>Other areas of the grant include:</p> <ul style="list-style-type: none"> <li>Researching and analyzing Idaho’s early childhood education services and resources and identifying gaps in service.</li> <li>Developing recommendations and implementing plans to support a statewide early learning system.</li> <li>Creating early childhood mixed-service delivery systems that maximize parental choices, improve transitions between early care and learning programs and elementary schools, and enhance the overall quality of Idaho’s early childhood programs.</li> </ul> <p>Karen also reported that Governor Little has re-established the Idaho Early Childhood Coordinating Council and designated</p>

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		Idaho AEYC to coordinate the council's efforts. <b>Action Item:</b> If any agencies have relevant documents, please forward to Karen Quist.
Carrie Hull and Angela Lindig	Closing	Christy Cronheim and Shannon Dunstan provided thoughts on child transition processes now and ongoing through COVID-19. <b>Action Item:</b> Schedule standing appointment every other week for Christy Cronheim, Shannon Dunstan, and Angela Lindig to meet on this topic.  The next ITCC meeting is scheduled for May 8, 2020. Being no other business, the Infant Toddler Coordinating Council adjourned at 11:48 p.m.

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9:00 -12:00 pm MST  
Virtual meeting via WebEx  
1-415-655-0003  
Meeting number: 809 888 302  
Meeting password: 94768785

**ATTENDEES:** David Allen, Erin Bennett, Cindy Brock, Christy Cronheim, Charlene Davis, Shannon Dunstan, Mary Gauthier, Ashtin Glodt, Hillary Haro, Sherry Iverson, Jeanne-Marie Kopecky, Angela Lindig, Kathy McGill, Paula Mason, Sara Matthews, Bryan Murray, Ellen Neff, Suzanne Peck, Emily Peterson, Omair Shamim, Mechelle Wilson

**EXCUSED/ABSENT:** Kelsey Hofacer, Carrie Hull, Ericka Rupp

**STAFF PRESENT:** Mersiha Fullinwider, Margaret Odedo (recorder)

Facilitator	Task/Topics	Discussion
Angela Lindig, Vice Chair	Welcome and Overview	Angela Lindig welcomed everyone and asked for a roll call.
Sara Matthews	RECC Update – Sara Matthews, RECC State Chair	Sara Matthews explained that before the COVID-19 stay-at-home orders took effect, notice was given that the Regional Early Childhood Committees (RECC) funding is frozen for the rest of this fiscal year. Many of the regions had planned events for April, but those have been cancelled or postponed. A state RECC call was held, and some regions attended events in early March. Some of the RECCs are now meeting virtually. The RECC summer meeting is planned for June 18-19 via WebEx. The Committee is still finalizing the agenda, which may include educational topics such as the Pre-school grant as well as planning for next year.
Angela Lindig	Executive Committee Report	<p><b>Strategic Planning</b> - Angela Lindig informed the Committee that the Infant Toddler Program Coordinating Council (ITCC) Strategic Planning session has been rescheduled for September 2020.</p> <p><b>Vice-Chair Election</b> - Angela Lindig stated that no Vice-Chair candidates have come forward, so we have rescheduled the election for September 2020.</p>

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		<p><b>Public Awareness Task Force</b> - Angela Lindig presented a draft infographic created by the task force for the Council's review. The following edits were recommended:</p> <ul style="list-style-type: none"> <li>• Replace the section on Investment with the Program's response to COVID-19, including values considered in the decisions</li> <li>• Add specific COVID-19 data points</li> <li>• Spotlight the transition from face-to-face visits to telehealth</li> <li>• Add family, physician, partnership information</li> <li>• Add staff and contractors</li> <li>• Display the ratio of staff to the (increased) number of children served</li> </ul> <p><b>Action Item:</b> Please email any other suggestions to Mersiha Fullinwider right away, so she can complete the document and email to all ITCC members.</p> <p><b>Action Item:</b> Christy Cronheim will work with Cameron Gilliland regarding the distribution plan for this document, to include the DHW Public Information Office.</p> <p><b>Communication to Idaho State University</b> - Christy Cronheim stated that outreach letters have been sent to ISU and that Carrie Hull was referred to the professor who teaches pediatrics. <b>Action Item:</b> Reach out to Carrie Hull for the next steps.</p>
Angela Lindig	Collaboration Updates	<ul style="list-style-type: none"> <li>• Mary Gauthier, Director of Western Idaho Community Action Partnership Head Start (WICAP), reported that they closed all schools and childcare services due to the COVID-19 pandemic, with a view to reopening child care today. In the meantime, they have been providing soft services for their Head Start/Early Head Start program via Facebook. The Office of Head Start has awarded \$750 million for a summer program and anticipates that the new kindergarten students will enter the program on June 1, 2020. Additional funding was used to purchase items such as sanitizing spray guns for classrooms. United Way received COVID-19 funds to ensure parents' basic needs are covered.</li> <li>• Ellen Neff, Director of <b>College of Southern</b> Idaho Community College Preschool, reported that they are doing similar things as WICAP. Additionally, they provide 4 scholarships to their Infant Toddler lab every year for children from the Infant Toddler Program.</li> </ul>

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		<p>Ellen expressed concern about how they will serve those children with suppressed immune systems due to COVID-19.</p> <ul style="list-style-type: none"> <li>• Omair Shamim, <b>Head Start Collaboration Office</b>, reiterated that funding from the Office of Head Start is calculated based on enrollment, so there is no need to apply. The Early Years Conference is scheduled for November 4-5, 2020 and we have sent a call for proposal email (submission timeline is April 1 - May 15). The number of proposals we receive will help us decide if we will hold the conference. Omair then stated that he is working to develop a website and an app for the revised Idaho Early Learning Guidelines so that teachers can use them more effectively in the classroom.</li> <li>• Shannon Dunstan reported that the <b>Department of Education</b> has created and posted trainings on the Idaho Training Clearinghouse (<a href="https://idahotc.com/">https://idahotc.com/</a>). Included are parent resources, information on COVID-19, teacher/student resources, etc., with a parent portal to be added soon. Fifteen programs have applied to join Idaho's Pyramid Model Collaborative, which represents Head Start, Child Care, and School Districts. Services will be offered to each program that has applied via a tiered approach. Programs with a partner will receive additional in-district support.</li> <li>• Sherry Iverson reported that <b>St. Luke's</b> has not seen any Idaho children with COVID-19. However, they are seeing more children who have Type 1 diabetes presenting with flu-like symptoms. Physicians are starting to conduct telehealth visits, and healthcare providers are concerned about child abuse and violence in the home. Immunization rates have dropped by 30% and providers are concerned about how they will get children caught up.</li> <li>• Department of Education <b>Homeless Education</b> Coordinator Suzanne Peck reported that the McKinney-Vento liaisons have worked with our most at-risk families, focusing on housing, safety, food, and other basic needs. Educational access has been addressed by providing Wi-Fi. The homeless subgrant has opened and the program is looking forward to supporting more school districts. Juveniles within Juvenile Corrections are participating in their education as usual. Additionally, the program is concerned with social/emotional problems, missing children, and child sexual abuse in the homeless population.</li> <li>• Judge Bryan Murray, of the <b>Idaho court system</b> reported that the incidence of juvenile crime has decreased due to school closures. Child protection hearings have been</li> </ul>
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		<p>subjected to time limits and judges are working hard to hear them all. A lot of court cases are being conducted virtually via Zoom. A moratorium has been placed on housing eviction hearings for the next few months. Judge Murray expressed the opinion that homeschooling works for some children; however, not all teachers are prepared to teach classes virtually. Lack of daycare availability is creating additional stress for families.</p> <ul style="list-style-type: none"> <li>• Paula Mason, <b>IESDB</b>, reported that their early intervention visits transitioned smoothly from in-home to virtual services. The pre-schools in Pocatello, West Ada, and Coeur d'Alene school districts are offering a weekly online story time to build auditory skills. Additionally, once a week IESDB offers a virtual classroom experience and the children are very excited to see one another. A North Idaho parent is providing ASL interpretation. Paula then reported that 100% percent of the pre-school families are participating, and that the IESDB campus has transitioned to full virtual education and holds class 4 hours a week.</li> <li>• Mechelle Wilson, <b>Children's Mental Health</b>, reported that CMH has an increased number of wraparound cases and has established a statewide mental health crisis response for both children and adults. By July 1, 2020 every region should have a crisis response team. CMH has moved to a home environment model and reports that teens are displaying less stress due to school closures.</li> <li>• Cindy Brock, <b>Medicaid Representative</b>, reported that Medicaid expanded the telehealth policy in response to COVID-19. Medicaid is working in concert with Idaho Rebounds and will leave policies in place until Idaho's recovery reaches Stage 4. An evaluation will be conducted at that time. Success and good outcomes with our rural aspects will be important within the evaluation.</li> <li>• Hillary Haro, <b>Children's Mental Health</b> reported that it has been hard to conduct telehealth with families who are in crisis. The program has permitted use of some of crisis funds to help families. Additionally, some schools have provided vouchers.</li> <li>• Angela Lindig, <b>Idaho Parents Unlimited (IPUL)</b>, reported that the number of calls from parents has decreased, so the program has been pushing information and resources out to parents. Other activities include live Facebook events and the development of new partnerships. IPUL's parent training and information grant is out for the next grant cycle. One aspect of the grant is to hold virtual focus groups with audiences IPUL</li> </ul>
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		<p>wants to serve better over the next five years. IPUL does have a contract with the State Department of Education to assist parents with leadership development and providing scholarships to parents to attend conferences for their children. However, at this time IPUL is working to repurpose those funds and support families with children who have the most significant needs or have technological barriers that need to be addressed to support their children and their children's education during the pandemic.</p> <ul style="list-style-type: none"> <li>• Charlene Davis, <b>Infant Toddler Program</b>, reported that the Region 4 direct care staff began contacting families regarding their interest in receiving virtual early intervention services. Staff and families report feeling that virtual service provision has been a positive experience and report a much lower incidence of families cancelling visits. One provider has reported that she is doing virtual visits with 90% of the families on her caseload. Furthermore, the virtual delivery of EI enhances the practice of using the coaching model, by literally putting the parent in the driver's seat.</li> <li>• Emily Petersen, <b>parent representative</b>, reported that she has several telehealth visits for her child each day. Furthermore, Emily has been calling families in the Spina Bifida community to see if they have any needs and educating them about community services. Furthermore, the Idaho Council for Disabilities has been hosting family and special education webinars.</li> <li>• Sara Matthews reported that the <b>University of Idaho</b> has gone 100% online with students. All childcare has been closed, presenting a challenge in providing lab experience for student teachers. The U of I is working hard to ensure that all objectives are met for the students to graduate. Looking towards the future, educators have been asked to record their lectures via Zoom. Virtual graduation for the U of I will take place Saturday, May 9, 2020.</li> </ul>
Angela Lindig	September 2020 Meeting	<p>Angela asked the Council if they would like to add a second day to the ITCC meeting scheduled for September 11, 2020. Christy Cronheim informed the Council that all future meetings will possibly need to utilize the online tool WebEx. After further discussion, Christy Cronheim moved to add a second day to the September meeting. Omair Shamim seconded. Being no objection, the motion passed.</p>

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Angela Lindig	Closing and Date of Next Meeting	<b>ACTION ITEM:</b> The next meeting is scheduled for September 10 and 11, 2020. Being no other business, the Infant Toddler Coordinating Council adjourned at 11:09 a.m.
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